



OSD Training for Buyers December-June 2023 Schedule



OSD Training's mission is to make complex concepts and practices understandable for our customers. We do this by utilizing the training lifecycle to develop and deliver interactive and engaging classes on procurement policies, purchasing procedures, systems, and online tools.

Please let us know if you require any special accommodations via an email to osdtraining@mass.gov

NOTICE

The Operational Services Division (OSD) has adopted a long-term hybrid work environment, with a reduced number of staff working in the office at any given time. All OSD services will operate as usual. Training sessions will continue virtually with some in-person offerings.

Registration Instructions

There are 2 registration options, employees from the Executive branch must register using the *Executive Agencies* option and all others must use the *Non-Executive & Eligible Entities* option. Registrants receive a confirmation email with information on how to join the training. Check your Spam/Junk/Other folder for the confirmation email. If you need assistance, contact [OSD Training](#).

COURSE	DATE	START	END	LOCATION
COMMBUYS CLM Organization Administrator for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Thursday, December 1, 2022 Executive Agencies	9:00 AM	10:00 AM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Tuesday, December 6, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Tuesday, December 6, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Organization Administrator	Wednesday, December 7, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

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COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Thursday, December 8, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
Overview of COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Tuesday, December 13, 2022 Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS CLM Approver Training for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Wednesday, December 14, 2022 Executive Agencies	11:00 AM	11:45 AM	Live Webinar (Online)
COMMBUYS Procurement for Municipalities, Non-Profits & Other Eligible Entities	Wednesday, December 14, 2022 Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS CLM Parts 1&2 for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Monday, December 19, 2022 Executive Agencies	9:00 AM	4:00 PM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS <i>*Registration for this program requires prior completion of COMMBUYS Purchasing</i>	Thursday, December 22, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS CLM Parts 1&2 for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Monday, January 9, 2023 Executive Agencies	9:00 AM	3:30 PM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Tuesday, January 10, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:30 PM	Live Webinar (Online)
Overview of COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Tuesday, January 10, 2023 Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)

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COURSE	DATE	START	END	LOCATION
Introduction to Statewide Contracts and COMMBUYS	Wednesday, January 11, 2023 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS PunchOut & Line-Item Catalog Ordering	Thursday, January 12, 2023 Executive Agencies Non-Executives & Eligible Entities	1:30 PM	2:30 PM	Live Webinar (Online)
COMMBUYS CLM Approver Training for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Friday, January 13, 2023 Executive Agencies	9:00 AM	9:45 AM	Live Webinar (Online)
COMMBUYS CLM Organization Administrator for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Tuesday, January 17, 2023 Executive Agencies	1:00 PM	2:00 PM	Live Webinar (Online)
Strategic Sourcing Certificate Program (SSCP)	Wednesday, January 18, 25, February 1, 6, & 15, 2023	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS RPA Release and RPA Release Enabled Contracts	Wednesday, January 18, 2023 Executive Agencies Non-Executives & Eligible Entities	1:00 PM	2:00 PM	Live Webinar (Online)
COMMBUYS CLM Parts 1&2 for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Monday, January 23, 2023 Executive Agencies	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Tuesday, January 24, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Thursday, January 26, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)

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COMMBUYS Procurement for Municipalities, Non-Profits & Other Eligible Entities	Tuesday, January 31, 2023 Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Organization Administrator	Wednesday, February 1, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Thursday, February 2, 2023 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Wednesday, February 8, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS CLM Parts 1&2 for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Monday, February 13, 2023 Executive Agencies	9:00 AM	3:30 PM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS <i>*Registration for this program requires prior completion of COMMBUYS Purchasing</i>	Tuesday, February 14, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS CLM Approver Training for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Thursday, February 16, 2023 Executive Agencies	11:00 AM	11:45 AM	Live Webinar (Online)
COMMBUYS CLM Organization Administrator for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Wednesday February 22, 2023 Executive Agencies	9:00 AM	10:00 AM	Live Webinar (Online)
Overview of COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Thursday February 23, 2023 Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)

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COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Tuesday, February 28, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
Strategic Sourcing Certificate Program (SSCP)	Wednesday, March 1, 8, 15, 22, & 29, 2023	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS RPA Release and RPA Release Enabled Contracts	Thursday, March 2, 2023 Executive Agencies Non-Executives & Eligible Entities	1:00 PM	2:00 PM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Monday, March 6, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:30 PM	OSD COMMBUYS Training Lab 1 Ashburton Place, 10th Floor, Suite 1017 Boston
Introduction to Statewide Contracts and COMMBUYS	Tuesday, March 7, 2023 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Organization Administrator	Thursday, March 9, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS CLM Parts 1&2 for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Monday, March 13, 2023 Executive Agencies	9:00 AM	3:30 PM	Live Webinar (Online)
Overview of COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Tuesday March 14, 2023 Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Thursday, March 16, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:00 PM	11:00 AM 3:00 PM	OSD COMMBUYS Training Lab 1 Ashburton Place, 10th Floor, Suite 1017 Boston

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COMMBUYS CLM Approver Training for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Friday, March 17, 2023 Executive Agencies	9:00 AM	9:45 AM	Live Webinar (Online)
COMMBUYS PunchOut & Line-Item Catalog Ordering	Tuesday, March 21, 2023 Executive Agencies Non-Executives & Eligible Entities	1:30 PM	2:30 PM	Live Webinar (Online)
COMMBUYS CLM Organization Administrator for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Thursday, March 23, 2023 Executive Agencies	9:00 AM	10:00 AM	Live Webinar (Online)
COMMBUYS Procurement for Municipalities, Non-Profits & Other Eligible Entities	Tuesday, March 28, 2023 Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Wednesday, March 29, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS <i>*Registration for this program requires prior completion of COMMBUYS Purchasing</i>	Thursday, March 30, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Tuesday, April 4, 2023 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS CLM Parts 1&2 for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Thursday, April 6, 2023 Executive Agencies	9:00 AM	3:30 PM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Tuesday, April 11, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:30 PM	Live Webinar (Online)

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COMMBUYS RPA Release and RPA Release Enabled Contracts	Tuesday, April 11, 2023 Executive Agencies Non-Executives & Eligible Entities	1:00 PM	2:00 PM	Live Webinar (Online)
COMMBUYS CLM Approver Training for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Wednesday, April 12, 2023 Executive Agencies	11:00 AM	11:45 AM	Live Webinar (Online)
Overview of COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Thursday, April 13, 2023 Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Tuesday, April 18, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
COMMBUYS CLM Organization Administrator for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Wednesday, April 19, 2023 Executive Agencies	9:00 AM	10:00 AM	Live Webinar (Online)
COMMBUYS Organization Administrator	Tuesday, April 25, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS PunchOut & Line-Item Catalog Ordering	Tuesday, May 2, 2023 Executive Agencies Non-Executives & Eligible Entities	1:30 PM	2:30 PM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS <i>*Registration for this program requires prior completion of COMMBUYS Purchasing</i>	Wednesday, May 3, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Thursday, May 4, 2023 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)

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COMMBUYS CLM Parts 1&2 for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Monday, May 8, 2023 Executive Agencies	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS CLM Organization Administrator for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Wednesday, May 10, 2023 Executive Agencies	9:00 AM	10:00 AM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Thursday, May 11, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Procurement for Municipalities, Non-Profits & Other Eligible Entities	Tuesday, May 16, 2023 Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Wednesday, May 17, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
COMMBUYS CLM Approver Training for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Friday, May 19, 2023 Executive Agencies	9:00 AM	9:45 AM	Live Webinar (Online)
Overview of COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Tuesday, May 23, 2023 Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS RPA Release and RPA Release Enabled Contracts	Thursday, June 1, 2023 Executive Agencies Non-Executives & Eligible Entities	1:00 PM	2:00 PM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS <i>*Registration for this program requires prior completion of COMMBUYS Purchasing</i>	Thursday, June 8, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)

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Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Monday, June 12, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:30 PM	OSD COMMBUYS Training Lab 1 Ashburton Place, 10th Floor, Suite 1017 Boston
Overview of COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Tuesday, June 13, 2023 Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Tuesday, June 13, 2023 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS CLM Organization Administrator for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Wednesday, June 14, 2023 Executive Agencies	9:00 AM	10:00 AM	Live Webinar (Online)
COMMBUYS CLM Parts 1&2 for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Thursday, June 15, 2023 Executive Agencies	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Organization Administrator	Tuesday, June 20, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Wednesday, June 21, 2023 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:00 PM	11:00 AM 3:00 PM	OSD COMMBUYS Training Lab 1 Ashburton Place, 10th Floor, Suite 1017 Boston
COMMBUYS CLM Approver Training for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Thursday, June 22, 2023 Executive Agencies	11:00 AM	11:45 AM	Live Webinar (Online)
COMMBUYS Procurement for Municipalities, Non-Profits & Other Eligible Entities	Tuesday, June 27, 2023 Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)

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COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Tuesday, June 27, 2023 Executive Agencies Non-Executives & Eligible Entities	1:00 PM	2:00 PM	Live Webinar (Online)
COMMBUYS PunchOut & Line-Item Catalog Ordering	Wednesday, June 28, 2023 Executive Agencies Non-Executives & Eligible Entities	1:30 PM	2:30 PM	Live Webinar (Online)

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